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ABSTRACT

This document contains the text of the rules and regulations, adopted in 1972 and later amended, governing the operation of student transportation vehicles in the state of Colorado. They define the kinds of vehicles that qualify as school transportation vehicles, outline the requirements for vehicle operator's examination, describe the types of drivers' permits available and how they are to be issued, list school transportation operator qualifications, and define procedures for bus operation, such as how to cross railroads, how to safely load and unload children, and what procedures to follow in event of accident. (Author/DS)

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COLORADO RULES AND REGULATIONS GOVERNING OPERATION OF SCHOOL TRANSPORTATION VEHICLES

ISSUED BY
THE COLORADO DEPARTMENT OF EDUCATION
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Colorado Rules and Regulations Governing
Operation of School Transportation Vehicles
1975
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COLORADO RULES AND REGULATIONS GOVERNING OPERATION OF SCHOOL TRANSPORTATION VEHICLES

Including Amendments Made Since Original Adoption

Adopted:	November 21, 1972
Approved:	May 1, 1973
Effective:	July 1, 1973
Authorization:	CRS 1973, 42-4-163

4204-R-200. DEFINITIONS

200.01 *Conventional School Bus (Type 1)* shall be a motor vehicle with motive power, except a trailer, designed for carrying 10 or more passengers meeting or exceeding the Colorado Minimum Standards Governing School Transportation Vehicles, January 1, 1973, which at any time would be used to carry school children, students and school personnel exclusively; provided that such transportation service is sponsored and approved by the local Board of Education. Vehicles that only carry school children along with other passengers as part of the operation of a common carrier under the jurisdiction of ICC or PUC are not included within the definition of a school bus. (Reference Colorado Minimum Standards Governing School Transportation Vehicles, January 1, 1973, subsection 4.01).

200.02 *Activity Bus* shall be a motor vehicle with motive power, except a trailer, designed for carrying 10 or more passengers meeting or exceeding the Colorado Minimum Standards Governing School Transportation Vehicles, except Section 55, Colorado; Section 70, Lamp and Signals, subsections 70.10a through 70.10i; Section 83, Stop Signal Arm; which at any time would be used to carry school children, students and school personnel exclusively from a given location to a second location without stopping to load or unload children or control traffic on the public highways; provided that such transportation service is sponsored and approved by the local Board of Education. The preceding definition is not intended to preclude the use of a school bus as an activity bus. (Reference Colorado Minimum Standards Governing School Transportation Vehicles, January 1, 1973, subsection 4.02).

200.03 *Small Vehicle* shall be a motor vehicle with motive power, except a trailer, designed for carrying 9 or less passengers, meeting or exceeding the Colorado Minimum Standards Governing School Transportation Vehicles, January 1, 1973, Sections 110 through 113, which at any time would be used to carry school children, school students and school personnel exclusively; provided that such transportation service is sponsored and approved by the local Board of Education. The preceding definition is not intended to include private motor vehicles used exclusively to carry members of the owner's household, or informal or intermittent arrangements such as sharing of actual gasoline expense or participation in a car pool, for the transportation of children to or from school. (Reference Colorado Minimum Standards Governing School Transportation Vehicles, January 1, 1973, subsection 4.03). [Amended January 7, 1974; approved January 11, 1974; effective January 31, 1974].

THE SCHOOL TRANSPORTATION VEHICLE OPERATOR'S EXAMINATION

4204-R-201. REQUIREMENTS—The following requirements shall be met annually by each school transportation vehicle operator before employment for the purpose of transporting passengers by any agency or individual as a school transportation vehicle operator.

201.01 Possess a valid Colorado driver's license.

201.02 Be a minimum of 21 years of age.

201.03 Shall not have reached the age of 65 before initial application for a school transportation vehicle operator's permit; however, a school transportation vehicle operator having a permit in effect at age 65 may annually renew such permit. This shall not preclude a local district from setting a higher or lower age limit if so decided upon by the local Board of Education. (Amended April 3, 1975; approved August 2, 1975; effective September 2, 1975).

201.04 Pass a prescribed physical examination administered by a licensed physician which has been approved by the employing agency.

201.05 Pass the following tests and examinations administered or approved by the Colorado Department of Revenue, Motor Vehicle Division:

a. vision test
b. written examination
c. driving test

4204-R-202. TYPES OF PERMITS

202.01 (a) A school transportation vehicle operator's permit is required for:

1. Drivers of all school transportation vehicles which transport ten or more school passengers.
2. Drivers of all small vehicles, either owned by the district or operated under contract with the district, which regularly transport one or more children to and from school;

(b) Drivers of small vehicles, other than those covered by subsection (a), shall possess a valid Colorado operator's license and shall meet standards of driver qualification and insurance coverage as adopted by the local Board of Education:

1. If they are drivers of small vehicles used to provide regular transportation services sponsored and approved by the local Board of Education for children in school programs;
2. If they are drivers of small vehicles who provide transportation for school purposes for one or more children in intermittent arrangements and who receive mileage reimbursement; or
3. If they are school employees who provide intermittent transportation services as an unscheduled part of their work assignment.

(c) The preceding rules are not intended to include:

1. Private motor vehicles used exclusively to carry members of the owners' household; or

2. Informal or intermittent arrangements such as sharing of actual gasoline expense or participation in a car pool, for the transportation of children to or from school; or

3. The operation of small vehicles in emergency situations consistent with policies of the local Board of Education.

(Amended January 7, 1974; approved January 11, 1974; effective January 31, 1974).

202.02 The Department of Revenue, Motor Vehicle Division, shall issue school transportation vehicle operator permits on the basis of the following vehicle classifications:

(a) *Activity bus* —The applicant shall be given a written examination and shall be required to demonstrate vehicle driving ability excluding the process of controlling traffic and the loading and unloading of pupils on the public highways. The preceding permit classification is not intended to include drivers operating vehicles under ICC or PUC regulations.

(b) *School bus* —The applicant shall be given a school bus driver written examination and road proficiency test emphasizing the ability to perform all necessary safety functions during the process of pupil transportation route operations.

(c) *Small vehicle* —The applicant shall be given a written examination and driving proficiency test.

4204-R-203. DRIVING ABILITY TEST

203.01 The driving ability test shall be given in a vehicle which is of similar type and size the applicant plans to operate.

4204-R-204. ISSUANCE OF PERMITS

204.01 The applicant shall submit (1) an approved physical examination report, and (2) an approved school transportation operator's examination report within 90 days after the examinations are given; otherwise, the permit will be denied.

204.02 Approved applicant report forms should be submitted to:

Colorado Department of Revenue
Motor Vehicle Division
Driver License Section
140 West 6th Avenue
Denver, Colorado 80203

SCHOOL TRANSPORTATION VEHICLE OPERATOR QUALIFICATIONS

4204-R-205. PHYSICAL REQUIREMENTS—Each school transportation vehicle operator applying for a permit shall meet the following physical standards:

205.01 Normal use of both hands, arms, legs, and eyes.

205.02 Normal hearing without the use of a hearing aid.

205.03 Peripheral vision, horizontal field: Right – 75°; left – 75°.

205.04 Normal vertical balance, horizontal balance and depth perception.

205.05 Visual acuity corrected to at least: Right – 20/30; left – 20/30; both – 20/30 as found by any standard means.

205.06 Visual ability to recognize and differentiate certain colors.

4204-R-206. CHARACTER REQUIREMENTS—A school transportation vehicle operator's permit shall not be issued to an applicant:

206.01 Addicted to the use of narcotics or habit-forming drugs or the habitual use of alcoholic beverages or liquors.

206.02 Convicted of a felony involving a motor vehicle.

206.03 Convicted on a morals charge.

4204-R-207. EXPERIENCE AND TRAINING—The school transportation vehicle operator:

207.01 Shall have a knowledge of the traffic rules and the motor vehicle code as demonstrated by a prescribed annual written examination.

207.02 Shall have a knowledge of and proficiency of safe driving skills as demonstrated by a prescribed driving ability test.

207.03 Shall have a standard Red Cross First Aid Certificate or its equivalent, provided that a maximum of 90 days may be allowed between initial employment and presentation of the first aid certificate or its equivalent.

207.04 Shall have a satisfactory driving record as determined by the local Board of Education policy; provided that a copy of the individual's driving record shall be on file with the employing agency before employment as a school transportation vehicle operator.

207.05 Shall be able to read and comprehend both the "Handbook for School Bus Drivers" and the written test questions.

SAFE STOPS FOR LOADING AND UNLOADING CHILDREN

4204-R-208. School bus alternately flashing warning signal lamps are placed on school buses for the purpose of warning traffic that the school bus is about to stop or is stopped to load or unload school children. The following procedure

shall be observed when controlling traffic with a school bus during the process of loading or unloading children.

208.01 Use rear-view mirror system to check all traffic.

208.02 Reduce the school bus speed with minimal brake usage and without greatly interrupting the flow of traffic.

208.03 Activate the school bus alternately flashing warning signal lamps.

(a) Not less than 500 feet from the bus stop in rural areas.

(b) At least 200 feet or the length of one city block from the bus stop within the corporate limits of a town or city.

(c) Exception – School bus loading and unloading zones which are properly designated, marked and supervised within the corporate limits of a town or city may be exempted from 208.03b by local given authority and Board of Education policy.

208.04 During the stopping process allow sufficient area to the right of the bus so that pupils may clear the bus safely.

208.05 After the school bus has stopped, keep right foot on brake pedal and put transmission in neutral.

208.06 Check to see if traffic is able to stop, then raise stop arm (if applicable).

208.07 Check to see if road is clear in both directions or that all traffic is stopped; if so, open door to load or unload children.

208.08 When the children have left the bus, they should walk to a distance of approximately ten (10) feet in front of the bus before crossing the roadway.

208.09 When children are safely across the road, or on their way home, retract stop arm, turn off alternately flashing warning signal lamps, check traffic and proceed.

RAILROAD CROSSINGS

4204-R-209. The following rules and regulations shall apply to all school transportation vehicles other than small vehicles either loaded or unloaded during the process of approaching and crossing of railroad tracks except at such crossing where a police officer or a traffic control signal directs traffic to proceed: (Amended January 7, 1974; approved January 11, 1974; effective January 31, 1974)

209.01 Approach the tracks with caution and decelerate the vehicle.

209.02 Stop the school bus within 50 feet but not less than 15 feet from the nearest rail as far to the right of the roadway as possible.

209.03 Command the cooperation of passengers in an effort to provide maximum quietness. Demand cooperation if necessary.

209.04 After quietness aboard the stopped school bus has been achieved, open the door, listen and look in both directions along such track for any approaching train and for signals indicating the approach of a train. If the tracks are clear, close the door and proceed in a gear low enough to permit crossing the tracks without having to shift gears.

209.05 When two or more tracks are to be crossed, do not stop a second time unless the school bus is completely clear of the first crossing and has at least ten (10) feet clearance in front and at least ten (10) feet clearance to the rear.

ACCIDENT PROCEDURES

4204-R-210. The following procedures shall be observed in the case of an accident involving a school transportation vehicle.

210.01 STOP the vehicle immediately.

210.02 Remain at the scene of the accident. (There is a severe penalty for any person covicted of leaving the scene of an accident).

210.03 Make certain all pupils are in a safe place, away from traffic and that they are not permitted to leave the assigned area without permission.

210.04 Render any person injured in the accident reasonable assistance. Notify the proper law enforcement immediately. As necessary, inform the school administrator, request medical assistance and contact other appropriate officials.

210.05 Information such as names, license numbers, registration numbers, location, time, road and weather conditions should be obtained and accurately written down.

210.06 If a school transportation vehicle other than a small vehicle is involved, flags and flares should be set to warn traffic, as follows:

a. Two flags (daylight hours), one (1) placed 200 feet in front and one (1) placed 200 feet behind the school bus.

b. Three flares or reflectors (after dark), one (1) placed beside the school bus and one (1) placed 200 feet in front and one (1) placed 200 feet behind the school bus.

(Amended January 7, 1974; approved January 11, 1974; effective January 31, 1974).

210.07 Provisions for transporting children to their homes or to school should be made.

4204-R-211. The following procedures shall be followed when reporting an accident and when approaching the scene of an accident:

211.01 The operator af any school transportation vehicle which is in any manner involved in an accident within the state, in which any person is killed or injured or in which damage to an apparent extent in excess of $100 is sustained to the property of any one person, including such operator, shall within ten (10) days report the matter in writing on prescribed forms to the Colorado Department of Motor Vehicles.

211.02 When a school transportation vehicle operator approaches a scene of an accident in which the school transportation vehicle is not involved, the driver should stop and determine the necessity of being of assistance, provide reasonable assistance and thereafter immediately continue on the routine schedule.

ADDITIONAL RULES FOR SCHOOL TRANSPORTATION VEHICLES

OTHER THAN SMALL VEHICLES NOT OWNED OR LEASED

BY A SCHOOL DISTRICT OR A PRIVATE SCHOOL

(Amended January 7, 1974; approved January 11, 1974; effective January 31, 1974)

4204-R-212. SPEED LIMITS – The maximum school transportation vehicle speed limit shall be as posted and in compliance with the laws and ordinances of the jurisdiction in which the school transportation vehicle is being operated; however, speed should be governed by reasonable judgement and existing operating conditions.

4204-R-213. CONVOY DISTANCE – A school transportation vehicle shall not follow another vehicle within 300 feet when traveling outside the corporate limits of a town or city. The preceding is not intended to prevent a school transportation vehicle from passing another motor vehicle.

4204-R-214. SCHOOL TRANSPORTATION VEHICLE OPERATOR'S PERMIT – The holder of a school transportation vehicle operator's permit shall have it on his or her person at all times while operating a school transportation vehicle.

4204-R-215. SUBSTITUTE DRIVERS – Substitute school transportation vehicle operators shall meet the same requirements as a regular schoool transportation vehicle operator. A school transportation vehicle operator shall not have the authority to assign a substitute without the prior approval of a school administrator.

4204-R-216. PRE-TRIP VEHICLE INSPECTION – Each school transportation vehicle operator shall perform a daily pre-trip inspection before placing the vehicle in service and shall promptly report in writing any defects or deficiencies discovered that may affect the operational safety of the vehicle or result in its mechanical breakdown.

4204-R-217. EMERGENCY EVACUATION DRILLS – Each pupil who is transported in a school transportation vehicle shall participate in an emergency evacuation drill at least twice during each school year.

4204-R-218. CARBON MONOXIDE INDICATOR – All school transportation vehicles in Colorado shall carry, in a location visible to the driver at all times, an indicator which will show excessive amounts of carbon monoxide accumulations in the passenger compartment.

4204-R-219. SMOKING – Smoking aboard a school transportation vehicle shall be prohibited whenever student passengers are being transported.

4204-R-220. BACKING – The driver of a school transportation vehicle shall not drive backwards on the school grounds unless the rear of the bus is observed and directed by a second responsible person.

4204-R-221. TOWING – School transportation vehicles shall not be operated with a trailer or other vehicle attached while children are being transported.

4204-R-222. AUTHORIZED PASSENGERS – No one except school personnel and school children regularly assigned to a school transportation vehicle for a particular route and schedule may ride in such bus, unless he or she has received prior written authorization from the appropriate administrator.

4204-R-223. TRANSPORTATION OF UNSAFE ITEMS – School transportation vehicles shall not transport any items, materials or equipment which in any way would endanger the lives, health or safety of the passengers and driver. In addition, any item or items which would break or could produce injury if tossed about the inside of the school transportation vehicle should be properly secured.

4204-R-224. ROUTE PLANNING – It is recommended that school transportation vehicle routes be planned in such a manner as to eliminate as nearly as possible all crossings of railroad tracks. It shall further be the responsibility of each school bus driver to report all railroad crossing problems.

4204-R-225. There shall be no standees while the bus is in motion. (Amended April 3, 1975; approved August 20, 1975; effective September 9, 1975).

4204-R-226. School bus drivers shall have the seat belts fastened when transporting school children. (Amended April 3, 1975; approved August 20, 1975; effective September 9, 1975).